

Our ref: IG/FOI/FOI.257.25

22 April 2025

Sent via email to: [REDACTED]

Dear [REDACTED]

Request under the Freedom of Information Act 2000

I write further to your request for information which was received on 26 March 2025, to confirm, in accordance with S.1(1)(a) of the Freedom of Information Act 2000, that Powys Teaching Health Board (PTHB) does hold the information that you require.

For ease of reference your request is set out below and my response follows.

Your Freedom of Information (FOI) Request:

In accordance with the Freedom of Information Act, please could you answer the following questions -

Q1. Who holds health board wide responsibility for the maintenance of procedures and policies?

Q1b. What is their name and email address?

Q2. What digital tools does the health board use for the staff to reference these procedures and policies? - ie - intranet

Q3. How does the health board record that staff have read and comply with the procedures and policies?

Q4. Which tools are used for on-boarding new staff in relation to reading procedures and policies?

Q5. How do the heads of department monitor that clinical and non-clinical staff have read/understood mandatory procedural updates?

Q6. How many staff have accessed your NHS Intranet in the past year?

Powys Response:

Q1a & b. The Director of Director of Corporate Governance/ Board Secretary is responsible to the maintenance of policies and procedures.

Email: powys.geninfo@wales.nhs.uk

Q2. All policies and written control documents are published to the Health Board's intranet by the Corporate Governance Team. I can confirm the digital tools used to reference these policies and procedures is SharePoint.

Q3. E-Learning is utilised in some specific areas as noted below, all staff have a responsibility to ensure they have read and understood content and compliance with policies is monitored on an individual basis as set it in each policy document.

Q4. E-Learning is utilised in some specific areas such as Information Governance, Fire Safety, Infection Prevention and Control and Safeguarding which must be completed within 6 weeks of joining the Health Board. Key policies are also covered in the Health Board's Corporate induction which is mandatory for all new starters within the organisation. Local induction will highlight and relevant policies specific to a new starters individual role and responsibility rests with the employee and their line manager to ensure relevant policies and procedures and read and understood.

Q5. I can confirm the heads of department monitor that clinical and non-clinical staff have read/understood mandatory procedural updates by:

- Regular staff briefings,
- Documented discussions,
- Audits,
- Mandatory training,
- Direct confirmation via supervisory oversight,
- Staff wide announcements,
- Staff intranet pages.

Q6. We are unable to access these statistics for the past year. However, we can confirm that over 2847 staff members have accessed SharePoint in the last 90 days.

Under the terms of the Health Board's Freedom of Information procedure, individuals seeking access to recorded information held by the Health Board are entitled to request an internal review of the handling of their requests. If you would like to complain about the Health Board's handling of your request, please contact us directly at the address below or register your complaint via powysfoi.foi@wales.nhs.uk

If after Internal Review you remain dissatisfied you are also entitled to refer the matter to the information commissioner at the Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone Number: 0330 414 6421.

Yours sincerely

Adrian Osborne

Deputy Director (Engagement, Communication and Corporate Governance) on behalf of the Director of Corporate Governance

Rydym yn croesawu derbyn gohebiaeth yng Nghymraeg. Byddwn yn ateb y fath ohebiaeth yng Nghymraeg ac ni fydd hyn yn arwain at oedi.

We welcome receiving correspondence in Welsh. We will reply to such correspondence in Welsh and this will not lead to a delay.